GUIDELINES FOR REPORTING ALL-CARGO DATA

I. DEADLINES

- All-cargo data may be submitted quarterly or annually. If submitting quarterly, only submit data for that quarter.

- Calendar year 2000 all-cargo data <u>must</u> be received no later than March 16, 2001.

- Data should be submitted to:
  Research and Special Programs Administration
  Volpe National Transportation Systems Center, **DTS-23**
  55 Broadway (Kendall Square)
  Cambridge, MA 02142
  ATTN: All-Cargo Carrier Activity Report

II. REPORTING REQUIREMENTS

- Airports may report all-cargo data on FAA Form 5100-108, All-Cargo Carrier Activity Report.

- An airport may substitute a form developed by a cargo carrier if that cargo carrier is using the form nationwide (such as Federal Express or Emery Worldwide). The substitute form should be signed and dated.

- In lieu of FAA Form 5100-108 or an approved carrier all-cargo form, an airport may report cargo data electronically (see Section IV. Electronic Reporting).

- The listing of aircraft landed weight by manufacturer and model (Enclosure 2) should be used when compiling all-cargo data. This list has been developed for reporting all-cargo data to the FAA and should not be construed as a comprehensive or official aircraft list. Aircraft in operation that are not shown on the listing should be verified with the National Planning Division at 202-267-8739.

- The listing of cargo carriers (Enclosure 3) should be used when compiling all-cargo data. Other air carriers such as scheduled airlines, commuter, or air taxi operators *should not be included unless they operate aircraft dedicated to the transportation of cargo only*. Foreign air carriers who meet all of the cargo criteria provided herein are also eligible for inclusion.   Air carriers that are providing all cargo service but are not shown on the listing should be verified with the National Planning Division at 202-267-8739.

- Each copy of the FAA Form or substitute form must bear a "Signature and Date" of the designated airport official authorized to certify and attest to the validity and accuracy of the reported information.

III. DEFINITIONS

- Aircraft Landed Weight - The weight of an aircraft providing scheduled and nonscheduled service of only property (including mail) in intrastate, interstate, and foreign air transportation. For cargo service apportionment purposes, the aircraft landed weight is the certificated maximum gross landed weight of the aircraft type as specified by the aircraft manufacturer.

- All-Cargo Aircraft - Any aircraft specially designed, manufactured, and/or modified to be used solely for transportation of property, i.e., cargo, mail, and/or freight. Aircraft operations of revenue passengers and cargo are excluded from the all cargo category. Aircraft with permanently installed passenger facilities (such as seats, overhead bins, interior decor, etc.) for scheduled and non-scheduled passenger flights are excluded from the cargo category.

- ASCII Text File - A data file that contains the standard ASCII character set (no formatting characters or software specific characters) and can be directly read or printed without utilizing a software tool (such as dBase or Lotus 1-2-3, Excel, etc.) to convert the data to readable format. Data field delimiters, such as quotes and commas, should not be included. (See Section IV. Electronic Reporting)

- Cargo Service Airport - An airport that is served by all-cargo aircraft in scheduled and non-scheduled service providing air transportation of only property, including mail, with an aggregate landed weight in excess of 100 million pounds.

- FAA Form 1800-31 (All-Cargo Carrier Activity Report) - Form which is used to report all-cargo data to the FAA to distribute federal Airport Improvement Program cargo entitlement funds.

- Number of Revenue Landings - Landings performed by the cargo carrier in revenue producing or commercial operations only. It excludes landings in all non-revenue, training, or practice flights.

IV. ELECTRONIC REPORTING

- Format - In lieu of FAA Form 5100-108 or an approved carrier cargo form, an airport may report cargo data electronically. The diskette must be accompanied by a cover letter certifying that the data as reported are true and accurate. It must be signed by an authorized airport representative and include the representative's name, address, telephone number, and email address. The submission may be a text (.txt) file or it may be spreadsheet file but it must include the information listed below.

LOCID	Location Identifier of the Airport reporting all-cargo data
CARCD	Carrier code of the carrier performing all-cargo landings
CARRIER_NAME	The full name of the carrier performing all-cargo landings
AC_MODEL	Aircraft Model name (i.e. B-747-200A)
AC_ID	Aircraft identifier code
AC_LANDED_WEIGHT	Official certified maximum gross landed weight of the aircraft
YEAR	Calendar Year of the all-cargo landing
MONTH	Calendar Month of the all-cargo landing
LANDINGS	Number of Landings for the reporting month/year performed on that aircraft by the specified carrier at the specified airport

- Common Reporting Problems – Here are a few of the common problems to avoid.
  - Including data from previous quarter (i.e., when reporting 2nd quarter data an airport lumps the 1st quarter data into the 2nd quarters numbers).
  - More than 1 file for a quarter is submitted without indicating which file is the final and official submission.
  - Different landed weight than shown on standard list. Aircraft identification determines weight.
  - Diskette is blank or damaged
  - Format is not usable (i.e., unknown source/format, format specific to location requirements, templates). Example- worksheet for each month in the quarter or year
  - Missing Air Carrier Identification or Missing Aircraft Identification

- Spreadsheet - The electronic file may be submitted in the format of a spreadsheet (MS Excel is preferable). A suggested format for the spreadsheet is below. Each line or row of data must include the airport location identifier, carrier name, aircraft model, landed weight, year, month, and number of landings. This file should be labeled with the airport location identifier, the quarter and year of the reporting period.

Suggested Spreadsheet Format

LOCID	CARCD	CARRIER NAME	AC – MODEL	AC_ID	AC–LANDED-WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	GB	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	361	240000	2000	1	27
XYZ	GB	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	361	240000	2000	2	26
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	1	68
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	2	66
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	3	73
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	2	2
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	3	7
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	4	1
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	7	1
XYZ	DHL	DHL AIRWAYS	B-727-200	436	160000	2000	1	42
XYZ	DHL	DHL AIRWAYS	B-727-200	436	160000	2000	2	35
XYZ	DHL	DHL AIRWAYS	B-727-200	436	160000	2000	3	36

- ASCII Text File - Alternatively, an ASCII text file may be submitted. This file should be labeled with the airport location identifier, the quarter and year of the reporting period followed by the extension ".TXT". When preparing an ASCII text file, do not include field delimiters such as commas or quotes. In addition, ASCII text files should have all numeric data aligned to the right. The format of the ASCII text file is below, followed by a sample ASCII file. If using a database or spreadsheet application, use the application's export capability to create an ASCII text file, ensuring that numeric fields are right justified.

Suggested ASCII Text File Format

Field Name	Size	Column Position Start	End	Format	Description
LOCID	5	1 -	5	Text	Airport Location Identifier, refer to Enclosure 4.
CARCD	4	6 -	9	Text	Carrier code, refer to Enclosure 3.
CARRIER	20	10 -	29	Text	Carrier name, refer to Enclosure 3.
AC_MODEL	11	30 -	40	Text	Aircraft model name, refer to Enclosure 2. Punctuation must be exactly as listed or removed.
AC_ID	3	41 -	43	Integer	Aircraft Identifier, refer to Enclosure 2. Must be right justified.
RPTD_LNDDWT	6	44 -	49	Integer	Reported landed weight, should match official landed weight listed on Enclosure 2. Must be right justified.
YEAR	4	50 -	53	Integer	Calendar year in which the reported landings took place (e.g., 2000)
MONTH	2	54 -	55	Integer	Month in which the reported landings took place (e.g., 01). Must be right justified.
NUM_LNDS	4	56 -	59	Integer	Number of landings for this carrier/ aircraft combination during the specified month. Must be right justified.

Sample ASCII Text File

```
XYZ  AA   AMERICAN AIRLINES   B-727-200A 371154500200010   3
XYZ  AA   AMERICAN AIRLINES   MD-88      360130000200010 362
XYZ  CO   CONTINENTAL AIRLINESB-727-200A 371154500200011  13
XYZ  CO   CONTINENTAL AIRLINESB-737-300  3391140002000 9 178
XYZ  CO   CONTINENTAL AIRLINESB-737-100  173 990002000 5   3
XYZ  CO   CONTINENTAL AIRLINESDC-9-31A   150 990002000 5   2
XYZ  CO   CONTINENTAL AIRLINESB-737-100  173 990002000 5   1
XYZ  CO   CONTINENTAL AIRLINESB-727-200A 3711545002000 6  55
XYZ  CO   CONTINENTAL AIRLINESB727 100/203951500002000 6  36
XYZ  CO   CONTINENTAL AIRLINESDC-9-80    2141300002000 6  67
XYZ  CO   CONTINENTAL AIRLINESDC-9-80    2141300002000 2  44
XYZ  CO   CONTINENTAL AIRLINESB727 100/203951500002000 2   5
XYZ  CO   CONTINENTAL AIRLINESB-727-200A 3711545002000 2   4
XYZ  CO   CONTINENTAL AIRLINESB737-200   4031070002000 5  98
XYZ  DL   DELTA AIRLINES      MD-88      3601300002000 4 245
XYZ  DL   DELTA AIRLINES      MD-83      4131395002000 4  82
XYZ  DL   DELTA AIRLINES      B-737-200C  501030002000 4  30
XYZ  DL   DELTA AIRLINES      B-767      3142770002000 3   1
XYZ  DL   DELTA AIRLINES      MD-88      3601300002000 3 245
XYZ  DL   DELTA AIRLINES      B-757-200P  562100002000 3   2
```